

Basic Computer Skills Level 3

Provider: Alaska Housing Finance Corporation

Website

<https://www.ahfc.us/publichousing/gateway-education/class-calendar/>

Places: Anchorage

This course is for computer users who have passed the Basic Computer Skills Level 2 course. Students will utilize Microsoft Word in order to create and edit basic letters, resumes, and other documents, demonstrate basic Microsoft skills, and utilize Microsoft PowerPoint for basic presentations.

Related Occupations

Billing and Posting Clerks
Cargo and Freight Agents
Data Entry Keyers
Information and Record Clerks, All Other
Insurance Claims and Policy Processing Clerks
Office Clerks, General
Order Clerks
Payroll and Timekeeping Clerks
Procurement Clerks
Production, Planning, and Expediting Clerks
Receptionists and Information Clerks
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
Social Science Research Assistants
Statistical Assistants
Word Processors and Typists